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**CONTRACT  
PROCESS*****Bureau of Purchasing (BOP) Analyst/Buyer***

1. Ensures contractor is registered in state accounting system.
2. Completes State Administrative Board document as needed; see CPM 205.
3. Drafts contract and electronically forwards to the contract administrator (CA)/program office for review.
4. If applicable, prepares County Board Memo and forwards to local office for submission to County Board; see CPM 204.

***CA/Program Office***

5. Reviews and approves contract or returns to BOP analyst/buyer for changes/revisions until approval is reached by both parties.

***BOP Analyst/Buyer***

6. Electronically sends approved contract to the contractor for signature.

***Contractor***

7. Signs and electronically returns the contract to BOP.

***BOP Analyst/Buyer***

8. Reviews contract for appropriate signatures, determines that no changes have been made, and that all required approvals (e.g., County Board, Ad Board) have been received.

***BOP***

9. Forwards contract to the MDHHS authorized signatory.
10. Distributes the fully-executed contract as required.